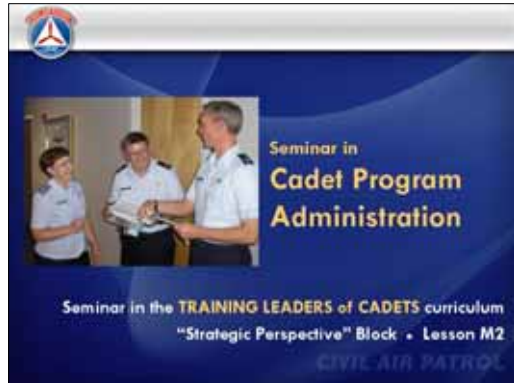


## SEMINAR IN

# CADET PROGRAM ADMINISTRATION



**Scope:** Having been introduced to Cadet Program administration issues in lesson M1, this seminar answers students’ questions about the regulatory policies and administrative tasks involved in managing the Cadet Program at squadron level. The majority of this seminar will be spent discussing best practices and sharing success stories in Cadet Program administration. Topics include orientations for prospective cadets, test administration, promotions, awards, and personnel records, including E-Services and orientation flight reporting.

**Format:** Guided Discussion

**Duration:** 80 minutes (with a 5-min break at the mid-way point)

**Objectives:**

1. Describe the top ten regulatory policies that govern how the Cadet Program is administered.
2. Discuss best practices for administering the Cadet Program at squadron level.

**Resources:** CAPR 52-16, *Cadet Program Management*, Chapter 2; CAPR 50-4, *Test Administration & Security*, Chapter 1; CAPVA 52-1, *Cadet Program Achievement Specifications & Awards*; CAPF 66, *Cadet Master Record*; CAPF 52, *Phase Certification*; Testing Officer’s Quick Reference; PowerPoint slides.



## INTRODUCTION & OVERVIEW



## MAIN POINT #1: ORIENTATION & MEMBERSHIP



### Clarification about “important facts”:

a. Orientation & Membership - General



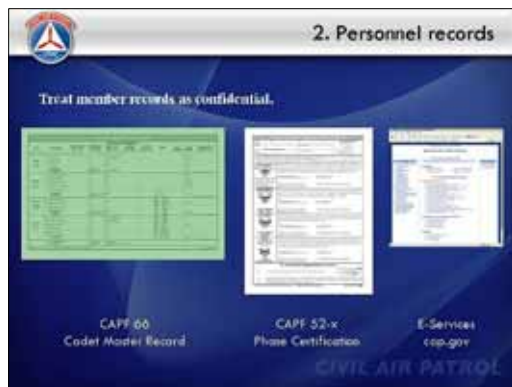
b. Orientation & Membership - Tools

### Best practices:

a. Orientation & Membership - General

b. Orientation & Membership - Tools

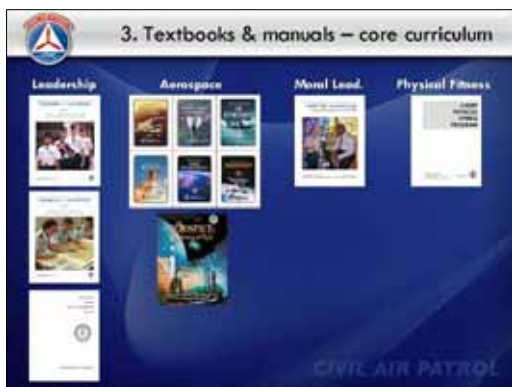
## MAIN POINT #2: PERSONNEL RECORDS



**Clarification about “important facts”:**

**Best practices:**

## MAIN POINT #3: CADET TEXTBOOKS

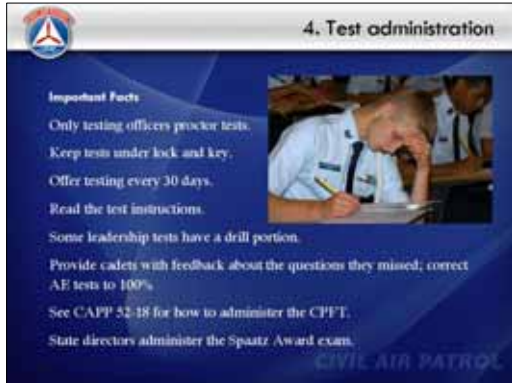


**Clarification about “important facts”:**



**Best practices:**

## MAIN POINT #4: TEST ADMINISTRATION



**4. Test administration**

**Important Facts:**

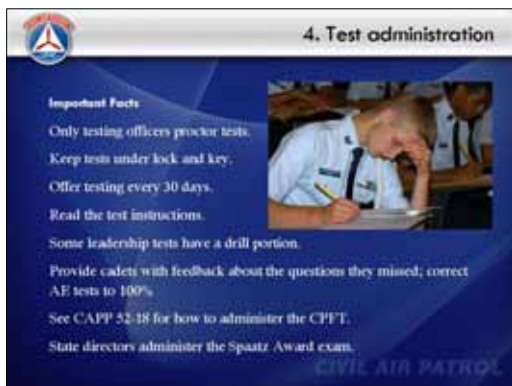
- Only testing officers proctor tests.
- Keep tests under lock and key.
- Offer testing every 30 days.
- Read the test instructions.
- Some leadership tests have a drill portion.
- Provide cadets with feedback about the questions they missed; correct AE tests to 100%.
- See CAPP 52.18 for how to administer the CPFT.
- State directors administer the Spatz Award exam.

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**Clarification about “important facts”:**

**Best practices:**

## MAIN POINT #5: SPECIAL PERFORMANCE REQUIREMENTS



**4. Test administration**

**Important Facts:**

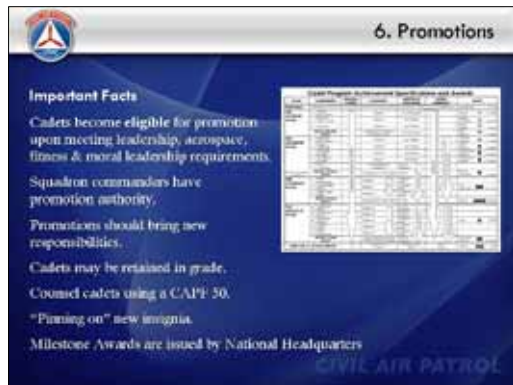
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- Some leadership tests have a drill portion.
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- See CAPP 52.18 for how to administer the CPFT.
- State directors administer the Spatz Award exam.

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**Clarification about “important facts”:**

**Best practices:**

## MAIN POINT #6: PROMOTIONS



**6. Promotions**

**Important Facts**

- Cadets become eligible for promotion upon meeting leadership, aerospace, fitness & moral leadership requirements.
- Squadron commanders have promotion authority.
- Promotions should bring new responsibilities.
- Cadets may be retained in grade.
- Council cadets using a C/AF 30.
- "Pinning on" new insignia.
- Milestone Awards are issued by National Headquarters

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Grade	Requirements	Authority	Retention
1st Cadet	100 hours of flight training, 100 hours of ground school, 100 hours of leadership training, 100 hours of aerospace training, 100 hours of fitness training, 100 hours of moral leadership training	Squadron Commander	Yes
2nd Cadet	100 hours of flight training, 100 hours of ground school, 100 hours of leadership training, 100 hours of aerospace training, 100 hours of fitness training, 100 hours of moral leadership training	Squadron Commander	Yes
3rd Cadet	100 hours of flight training, 100 hours of ground school, 100 hours of leadership training, 100 hours of aerospace training, 100 hours of fitness training, 100 hours of moral leadership training	Squadron Commander	Yes
4th Cadet	100 hours of flight training, 100 hours of ground school, 100 hours of leadership training, 100 hours of aerospace training, 100 hours of fitness training, 100 hours of moral leadership training	Squadron Commander	Yes
5th Cadet	100 hours of flight training, 100 hours of ground school, 100 hours of leadership training, 100 hours of aerospace training, 100 hours of fitness training, 100 hours of moral leadership training	Squadron Commander	Yes
6th Cadet	100 hours of flight training, 100 hours of ground school, 100 hours of leadership training, 100 hours of aerospace training, 100 hours of fitness training, 100 hours of moral leadership training	Squadron Commander	Yes
7th Cadet	100 hours of flight training, 100 hours of ground school, 100 hours of leadership training, 100 hours of aerospace training, 100 hours of fitness training, 100 hours of moral leadership training	Squadron Commander	Yes
8th Cadet	100 hours of flight training, 100 hours of ground school, 100 hours of leadership training, 100 hours of aerospace training, 100 hours of fitness training, 100 hours of moral leadership training	Squadron Commander	Yes
9th Cadet	100 hours of flight training, 100 hours of ground school, 100 hours of leadership training, 100 hours of aerospace training, 100 hours of fitness training, 100 hours of moral leadership training	Squadron Commander	Yes
10th Cadet	100 hours of flight training, 100 hours of ground school, 100 hours of leadership training, 100 hours of aerospace training, 100 hours of fitness training, 100 hours of moral leadership training	Squadron Commander	Yes

Clarification about “important facts”:

Best practices:

## MAIN POINT #7: SPECIAL AWARDS



**7. Special awards**

**Important Fact**

Promotions are not the only awards cadets can receive.

- Service & activity ribbons
- Cadet of the year awards
- College & flight scholarships
- Commanders' commendations
- The Congressional Award
- President's Challenge awards

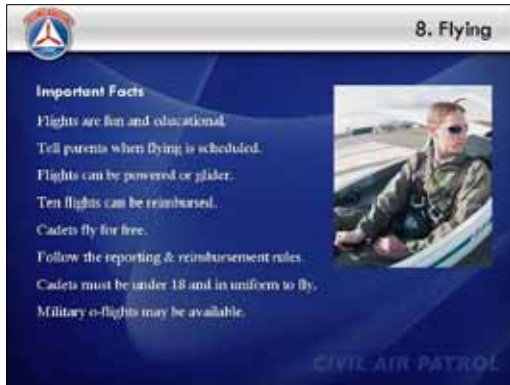
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Clarification about “important facts”:

Best practices:

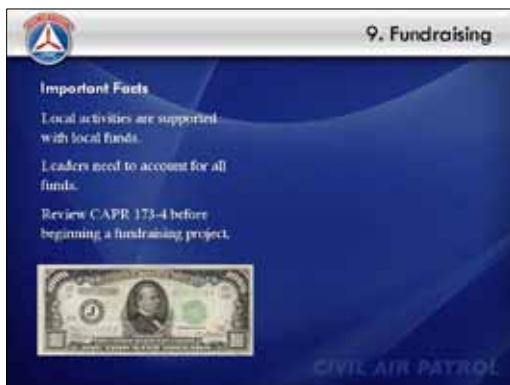
## MAIN POINT #8: FLYING



**Clarification about “important facts”:**

**Best practices:**


## MAIN POINT #9: FUND RAISING



**Clarification about “important facts”:**

**Best practices:**

## MAIN POINT #10: ADVERSE ACTIONS

 10. Adverse actions


**Important Facts**

Try to handle personnel issues informally.

- Counseling
- Oral reprimands
- Written reprimands
- Loss of privileges

For persistent problems or a firmer response:


- Membership suspensions
- Demotions
- Membership termination

  
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Clarification about “important facts”:

Best practices:

## SUMMARY, REMOTIVATION & CLOSING

 Summary & conclusions

Administering cadet tests, records, & finances requires 1-3 seniors. Use “part timers” to help.

The Member Kit gets cadets started, but leaders need to motivate them.


Leaders need a working knowledge of promotion eligibility rules.

Promotions motivate cadets; use them to shape & reward behavior.

Don't advance cadets if they are not ready for new responsibilities.

Recognize your best cadets and seniors through awards.

Schedule O-Flights regularly. Cadets want to fly!

  
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 Final thought



*On behalf of the cadets*

**Thank you  
for your service!**

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